

HOW TO REPORT PROJECT TRACKING HOURS

Project hours are tracked on the CalTime timecard using the **Project** paycode and the **Transfer** function. You can track time against one or more projects in a day.

Best Practice: enter your project hours on a daily basis to save time at the end of the month.

1. Select My Timecard from the My Information pane.

[CalTime	
	My Information	My Links
1	→ My Timecard	→ RDP Aid Enter Leave & Approve
- 1	→ My Reports	→ Web Aid Enter Leave & Approve

Current Pay Period is the default **Time Period** at login for employees.

2. Click the Pay Code drop-list arrow and select Project Tracking to record hours to a project.

TIME	CARD	Perso	on & Id Baylor004, Ed (00	9919004)	
		Time	Period Current Pay Perio	od 🔹 6/	/01/2014 - 6/30/2014
Save	e Approve Co	omments 🔿 🛛 Primary Account	Totals Summary	Refresh	
Add Row	Date	Pay Code	Amount	In	Transfer
±,	Sun 6/01	•			٩
\$	Mon 6/02	2 🔽			Q
≛	Tue 6/03	Alternate Holiday Taken			٩
±	Wed 6/04	Bereavement-Sick Leave Taken ERIT-Empl. Reduction In Time			٩
⇒	Thu 6/05	FMLA-Sick FMLA-Vacation			٩
⇒	Fri 6/06	Jury Duty Leave without Pay			٩
⇒	Sat 6/07	Military Leave Not Paid			٩
⇒	Sun 6/08	Professional Development			٩
⇒	Mon 6/09	Sick Leave Taken			٩
±,	Tue 6/10	Vacation Leave Taken			٩
≛	Wed 6/11	Workers' Comp-Sick Workers' Comp-Vacation			٩
±.	Thu 6/12	Project Tracking			Q



3. Enter the number of hours in the **Amount** field.

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4. Click the search icon in the **Transfer** column.

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≛	Tue 6/03	•				4	



5. In the **Transfer Selection** screen, click on the **Project** drop-list arrow and select the project to which you want to assign the hours you have entered.

😉 Kronos Workforce Central(R) - Mozilla Firefox										
https://caltimetrn.berkeley.edu/wfc/applications/wtk/html/ess/transfer-search.jsp?transfer=&JobTransfer=1										
TRANSFER SELECTION										
ACCOUNT										
Account										
Job	None									
Location	None									
Project	None									
Supervisor ID	None									
Employee ID Training LL7	-, - AP Bears, AP Bears AP Recruit, AP Recruit API-Berkeley Box, API-Berkeley Box AS - BFSGS, AS - BFSGS AS - BHappy, AS - BHappy AS - CAP, AS - CAP AS - TAM Transition, AS - TAM Transition AS ETS Work, AS ETS Work AS Financials, AS Financials AS-COIS Transition, AS-COIS Transition	≡5								
OK Cancel	ASAG - AD - BRZ, ASAG - AD - BRZ ASAG - AD - DSP, ASAG - AD - DSP ASMF Portal, ASMF Portal ASMF-CourseRank, ASMF-CourseRank ASPS - Blu, ASPS - Blu ASPS - HRMS, ASPS - HRMS ASWA - CMR, ASWA - CMR									

<u>NOTE</u>: The Local Department Administrator for Project Tracking is responsible for creating the projects. The Project Tracking web app automatically adds new jobs to CalTime every night. If your project does not appear in the list, contact your supervisor.



6. Click OK.

😻 Kronos Workfor	rce Central(R) - Mozilla Firefox									
https://caltimetrn.berkeley.edu/wfc/applications/wtk/html/ess/transfer-search										
TRANSFER SELECTION										
ACCOUNT										
Job	None									
Location	None									
Project	AP Bears, AP Bears									
Supervisor ID	None									
Employee ID	Search for Employee ID Search Too many entries Try limiting search.									
Training	None									
6	None									
OK Cancel	Primary Account									

7. To report hours against multiple projects, you must use the Add Row function.

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	Tue 6/03	▼					٩			



You now see two rows for June 2nd. Add as many rows as you need for each day.

[*] TIM	ECARD	Person	n & Id	Baylor004, Ed (00	9919004)		
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±,	Wed 6/04					٩	

As shown below, after having added a third row, June 2nd shows three separate projects and their associated hours.

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î тім	IECARD	Per	son	& Id Baylor004, Ed (00	9919004)									
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⇒	Mon 6/02	Project Tracking -		2		//EAS - Gen Eq////	٩							
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NOTE:

TIMECARD is orange to indicate you have not yet saved your changes.



8. When done with your edits, click the **Save** button.

Ca	Time							Log Off Chang	e Password
									< Home
TIME	CARD		Person & Id	aylor004, Ed (0	09919004)				
			Time Period	Current Pay Pe	riod 🔻	6/01/2014 - 6/30/2014			
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Add	Date	Pay Code		Amount	In	Transfer	Out		Totals
KOW (1)	Sun 6/01		-			Q		Snitt	Daily
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(D)	æ 0/00								

NOTE: Look above the **Save** button to see confirmation that your timecard has been successfully saved.

9. Click Log Off to properly exit CalTime.

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							9	< Home 🧧			
* TIM	* TIMECARD Person & Id Baylor004, Ed (009919004) Time Period Current Pay Period ▼ 6/01/2014 - 6/30/2014 Save Approve Comments → Primary Account Totals Summary Refresh										
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